Quick Reference Guide

Flexible Spending Account (FSA)

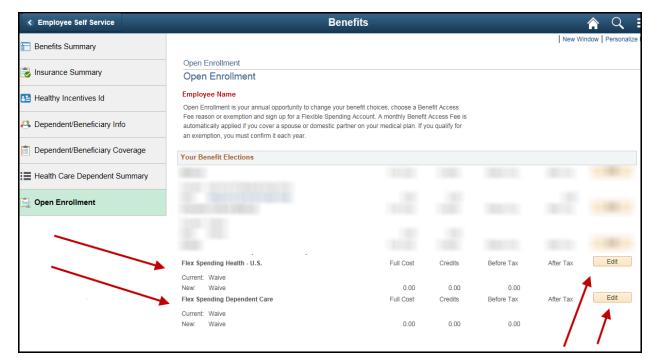


Important News: Navia Benefit Solutions will replace WageWorks as the administrator of our Flexible Spending Accounts and COBRA. This change is effective 1/1/18 and communications will be sent out to participants in November and December.

A flexible spending account (FSA) lets you set aside pretax dollars from your paycheck to pay for certain health and dependent care expenses. Re-enrollment (or first-time enrollment) in an FSA is required each year during open enrollment if you want an FSA for the following year.

King County offers two types of tax-saving flexible spending accounts:

- **Health care FSA:** Lets you set aside pretax dollars from your paycheck to pay for certain expenses not covered by your health plans (for example, deductibles, coinsurance, copays, etc.). Up to \$500 of unused funds may be carried over to the following year and used for eligible expenses.
- Dependent care FSA: Lets you set aside pretax dollars to pay for eligible dependent daycare expenses for your child, disabled spouse or dependent parent while you and your spouse work.
- Enter open enrollment.
 - https://ess.kingcounty.gov/psp/SVCP1/SELFSERVICE/?cmd=login
 - Click on the "Benefits" tile
 - Click on "Open Enrollment" box on far left
- 2. Once you have entered the *Open Enrollment* main screen, click on the *Edit* button next to either:
 - Flex Spending Health U.S.
 For health care-related expenses
 - Flex Spending Dependent Care >> For dependent care-related expenses

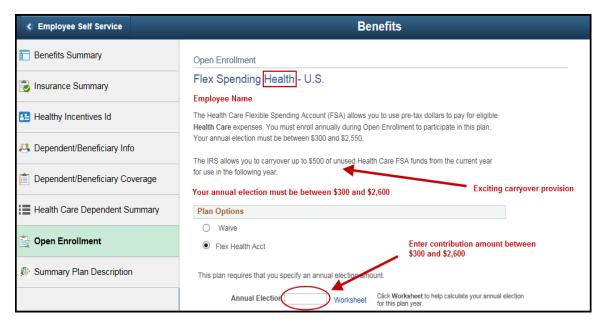


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3. Health care FSA: Choose an annual election amount between \$300 - \$2,600 and click the *Continue* button. This election is for health care-related expenses.



4. Dependent care FSA: Choose an annual election amount between **\$300 - \$5,000** and click the **Continue** button. This election is for dependent care expenses.

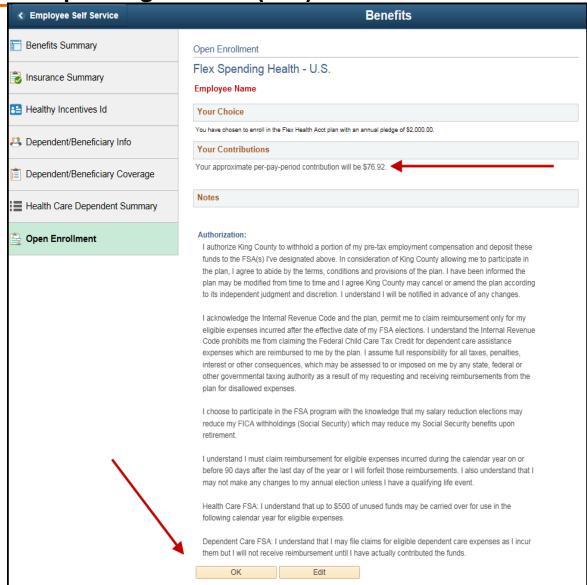


- 5. Carefully review your elections and ensure that you have elected the right kind of coverage for your situation.
- **6.** Read and authorize King County to take the deduction for flexible spending by clicking on the **OK** button.

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7. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen to click *Submit* to submit your open enrollment choices to Benefits, Payroll and Retirement Operations. You must then hit the Final Submit button to finalize all open enrollment choices. If you do not submit your changes, they will not be processed!

We are here to help!

Phone: 206-684-1556 Email: kc.benefits@kingcounty.gov